

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST <p style="text-align: center;">Panama</p>	2. AGENCY <p style="text-align: center;">State</p>	3a. POSITION NO. <p style="text-align: center;">A01022</p>
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) Update duties and reflect new incumbent/supervisor

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Chauffeur, FSN-1015	FSN-4; FP-AA	JG	09/19/04
b. Other				
c. Proposed by Initiating Office EXO	Chauffeur, FSN-1015	FSN-4		

6. POST TITLE POSITION (if different from official title) Chauffeur (Ambassador)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S. Embassy Panama	a. First Subdivision Executive Office
b. Second Subdivision Ambassador's Office	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
_____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION
Drives the Ambassador and official visitors within the city and surrounding areas.

- 14. MAJOR DUTIES AND RESPONSIBILITIES** **90 % OF TIME**
1. Acts as the Ambassador's Chauffeur at all times. Occasionally Drives official visitors to locations in Panama City or as directed by the Ambassador. Occasionally delivers correspondence. 5%
 2. Verifies in advance the safest and most appropriate routes to take for official functions attended by the Ambassador. Works closely with the Ambassador's OMS and maintains contact with the Security Office as appropriate.
 3. Maintains assigned vehicle in a clean and serviceable condition. 5%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
High school diploma is required.
- b. Prior Work Experience
Two years of experience as chauffeur is required.
- c. Post Entry Training
None. During probationary period, incumbent must take safe driver training and its refresher course every two years.
- d. Language Proficiency
Level III (Good Working Knowledge) Speaking/Reading Spanish. Level II (Limited Knowledge) Speaking/Reading English.
- e. Job Knowledge:
Must know traffic regulations, streets and avenues as well as location of government offices in Panama. Knowledge of main routes to areas outside of Panama City. Must know how to use MS Word applications.
- f. Skills and Abilities
Must have ability in defensive driving techniques. Must be a safe driver of ally types of vehicles (sedan, suburban, van, truck). Must possess a valid professional's driver's license (Type F).

16. POSITION ELEMENTS

- a. Supervision Received
Ambassador's OMS and Ambassador.
- b. Supervision Exercised
None
- c. Available Guidelines
Standard GSO instructions for chauffeurs.
- d. Exercise of Judgment
Maximum as it relates to driving. Must use judgment of which is the safest and fastest route to take when a emergency arises.
- e. Authority to Make Commitments
None
- f. Nature, Level and Purpose of Contacts
Embassy personnel and office locations. Security personnel at points of entry for delivery of principal to meetings. GOP secretaries and clerks for the delivery of official correspondence. Airport Customs and Immigration Officials.
- g. Time required to Reach Full Performance Level:
One year.

